**MEETING ROOM POLICY**

The Cresco Public Library is aware of the need for the facility to be used by groups and committees within the community. The Library feels that making available the facility to the public is an additional service the library may render under conditions set by the library board. The Board of Trustees of the Cresco Public Library invites any group of citizens, whose purpose is not illegal and whose conduct is not objectionable, to meet in the library meeting room, subject to the following conditions:

1. Library programs and library-related programs have priority in the use of the facilities.
2. Attendance at meetings is limited to 50 in compliance with City fire code.
3. The person who requests the room shall be held responsible for problems or costs resulting from the specified use.
4. The Library reserves the right to assess a cleaning fee if room not left in good condition.
5. Groups are responsible for their own setup and take down.
6. Groups accept responsibility for the repair or replacement of damaged or missing facilities or equipment.
7. Children under 9 years of age must be supervised by an adult sponsor that is at least 18 years of age.

1. Smoking is not permitted in the meeting room; no alcohol or controlled substances may be consumed on the premises.
2. Use of materials on walls, or decorations, is prohibited without specific approval of the

Library Director.

1. The fact that a group meets in the library does not constitute an endorsement of the group’s

policies or beliefs.

1. The Library Director is authorized to deny permission to use the library meeting room to any group or individual that is disorderly or violates library policies.
2. Request to use the program room daily, weekly or monthly will be reviewed on an individual basis by the Director and/or the Board of Trustees. The Board of Trustees and/or the Director will make the decision to grant such privileges.
3. The meeting room is free for use for non-profits. The meeting room can be used by for-profit entities for a fee of $20/hour.

**MEETING ROOM REQUEST FORM**

**CRESCO PUBLIC LIBRARY**

Group Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Meeting Date: \_\_\_\_\_\_\_\_\_\_\_\_

Title of Program: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Start Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

# of Participants: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ End Time: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person in charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Groups are responsible for their own set up and take down. Room must be returned to its original condition immediately after the meeting is completed.

The kitchenette is available and must be left in the condition it was found. Users must provide their own materials like utensils, napkins, and supplies. No smoking or alcoholic beverages are permitted in the library.

The Library reserves the right to assess a cleaning fee if the room is not left in good condition.

The Library is not responsible for accidents or injury. The Library Board, library staff, and the City of Cresco are not responsible for loss or damage to the private property of individuals or organizations meeting in the Meeting Room.

Individuals or groups meeting in the Library Meeting Room must agree to indemnify and hold the Library and the City of Cresco harmless from any and all liability, claims, actions, causes of action and/or damages, which may arise or allegedly arise during use of the Library facilities. This shall include obligation to defend the Library and the City of Cresco and to be responsible for any legal fees incurred and pay any judgements entered.

I have received a copy of the Cresco Public Library Meeting Room Policy and Request Form and agree to the terms.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Applicant Date

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Staff Initials Date